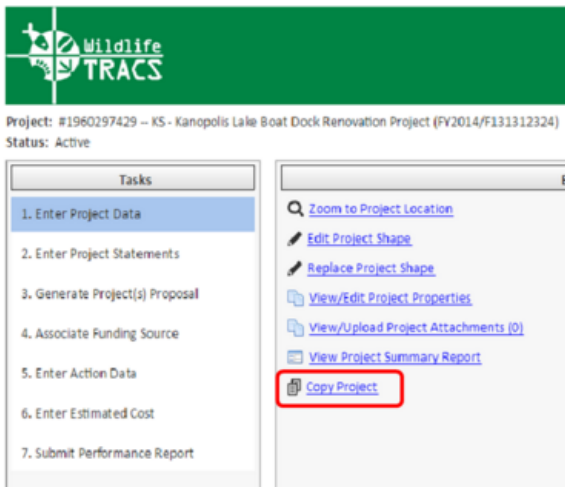
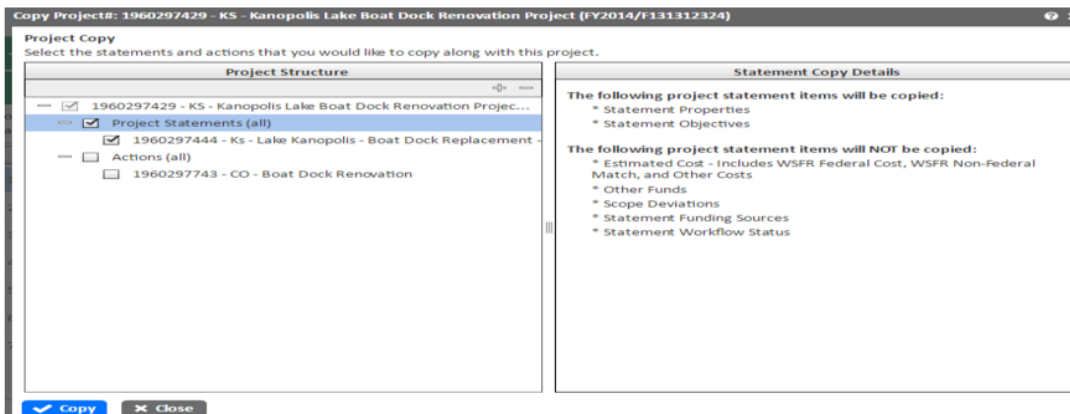



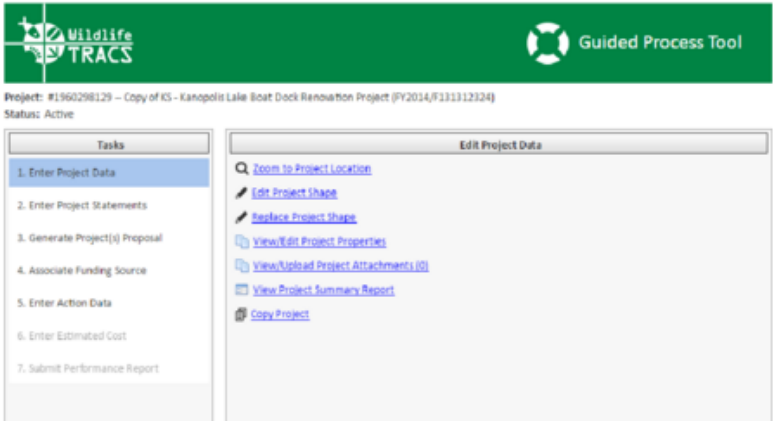
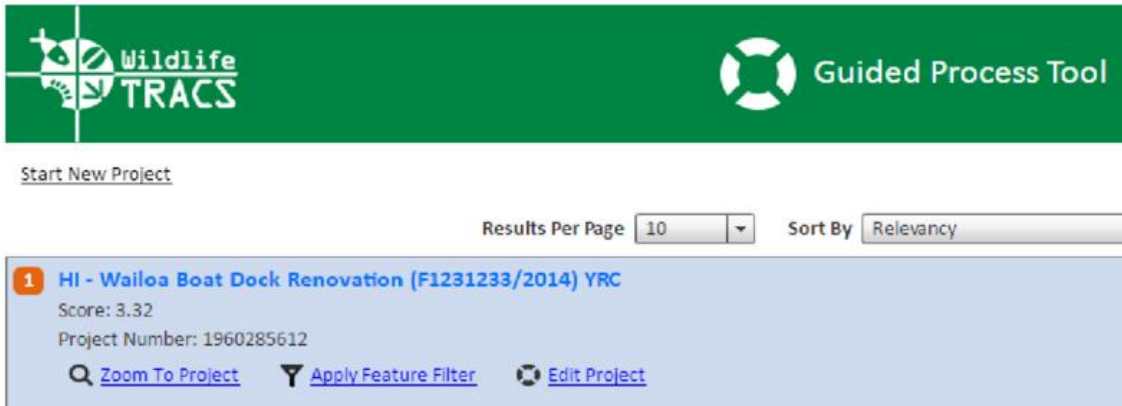
# TRACS Quick Reference Guide

## Lesson 14 Copying and Deleting a Project

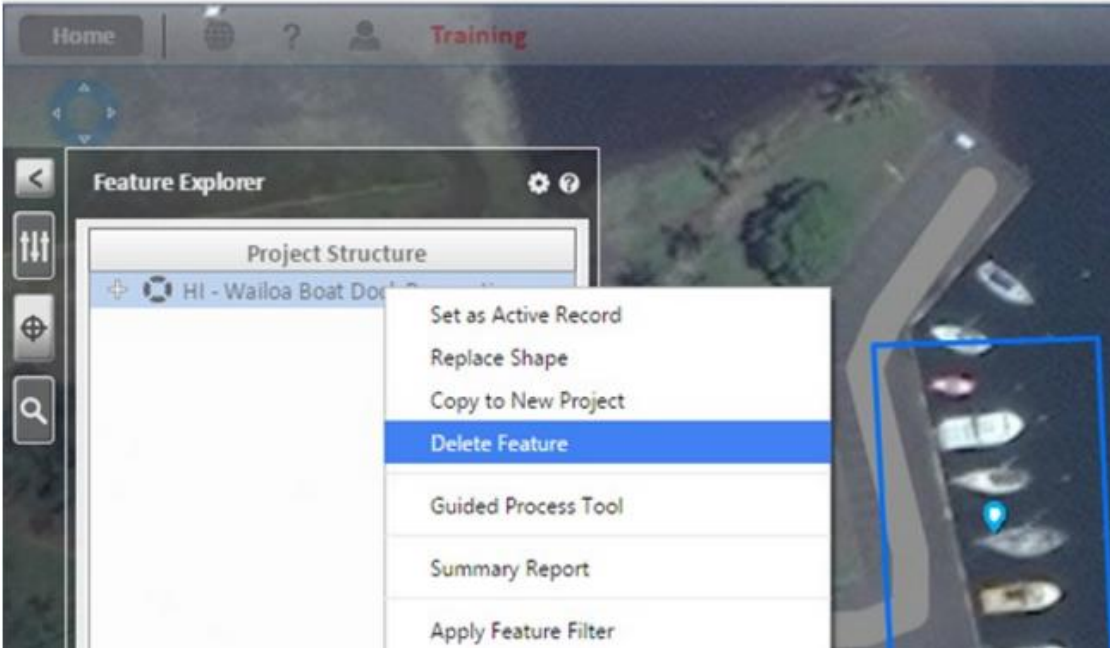
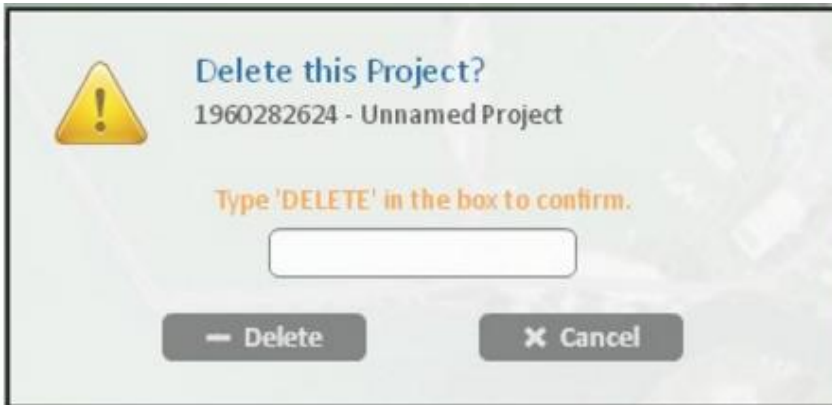
### COPY A PROJECT

Step	Action
1	<p>From Task 1 <b>Enter Project Data</b>, click on <b>Copy Project</b>.</p>  <p>The screenshot shows the Wildlife TRACS interface. At the top, it says 'Project: #1960297429 - KS - Kanopolis Lake Boat Dock Renovation Project (FY2014/F131312324)' and 'Status: Active'. Below this is a 'Tasks' panel on the left with a list of tasks: 1. Enter Project Data, 2. Enter Project Statements, 3. Generate Project(s) Proposal, 4. Associate Funding Source, 5. Enter Action Data, 6. Enter Estimated Cost, and 7. Submit Performance Report. On the right, there is a 'Copy Project' button highlighted with a red box.</p>
2	<p>On the <b>Project Copy</b> window, select the checkbox(s) to identify which project information to copy for the new project. Click <b>Copy</b> at the bottom left.</p>  <p>The screenshot shows the 'Project Copy' window. It has a title bar that says 'Copy Project#: 1960297429 - KS - Kanopolis Lake Boat Dock Renovation Project (FY2014/F131312324)'. The main area is divided into two sections: 'Project Structure' on the left and 'Statement Copy Details' on the right. The 'Project Structure' section has a tree view with checkboxes for '1960297429 - KS - Kanopolis Lake Boat Dock Renovation Project', '1960297444 - KS - Lake Kanopolis - Boat Dock Replacement', and '1960297743 - CO - Boat Dock Renovation'. The 'Statement Copy Details' section lists items that will be copied (Statement Properties, Statement Objectives) and items that will not be copied (Estimated Cost, Other Funds, Scope Deviations, Statement Funding Sources, Statement Workflow Status). At the bottom left, there is a 'Copy' button.</p> <p><b>Note:</b> The <b>Statement Copy Details</b> box on the right identifies which information will/will not be copied.</p>
3	<p>Click <b>Open Copy in Guided Process Tool</b>.</p>  <p>The screenshot shows the 'Copy Project' window. It has a title bar that says 'Copy Project#: 1960297429 - KS - Kanopolis Lake Boat Dock Renovation Project (FY2014/F131312324)'. Below the title bar, it says 'Copy Operation Complete'. At the bottom, there is a button labeled 'Open Copy in Guided Process Tool'.</p>

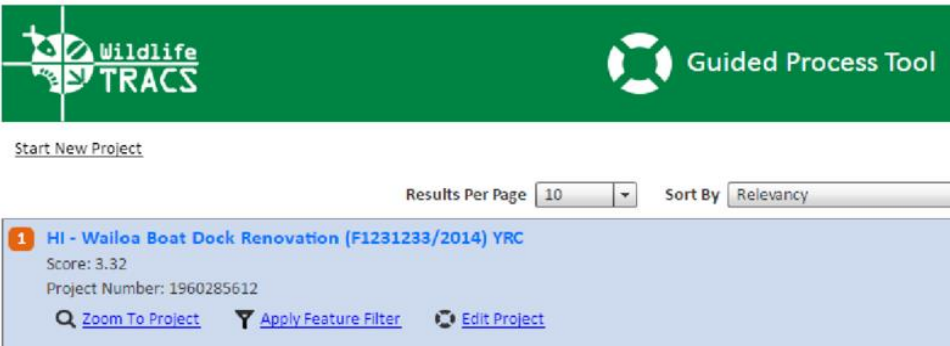

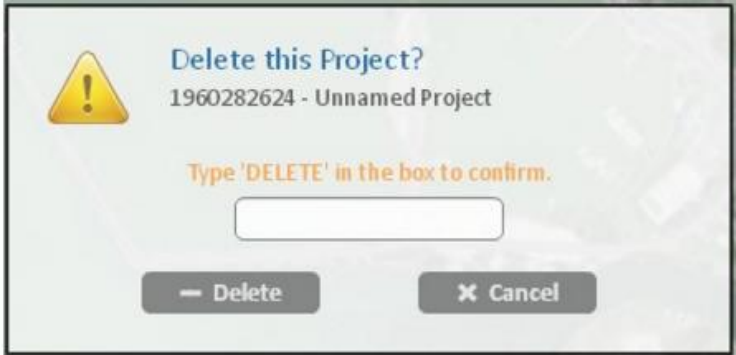
# TRACS Quick Reference Guide

Step	Action
4	<p>From the <b>Guided Process Tool</b>, update the project name and any other information required.</p> 
<b>DELETE A PROJECT Method 1</b>	
1	<p><b>Note:</b> Deleting a polygon (or shape), will delete all associated data.</p> <p>Locate the project in the search window, click on <b>Apply Feature Filter</b>.</p> 

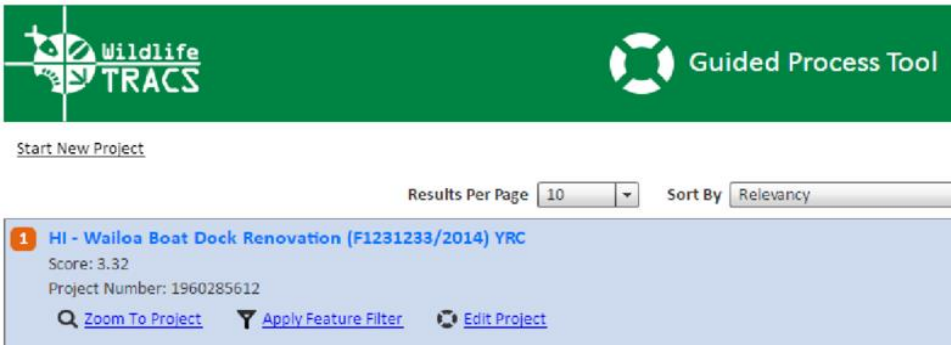
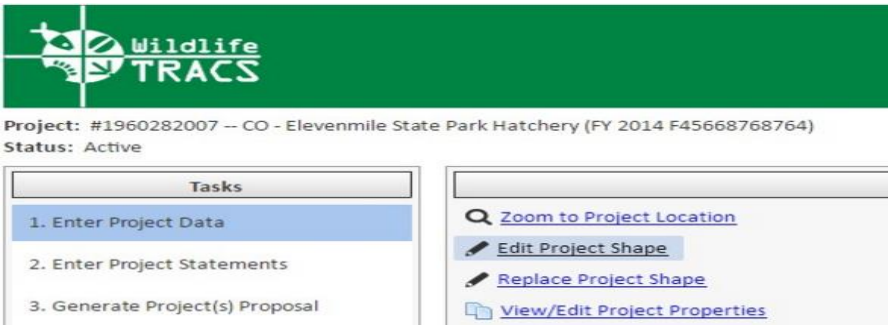
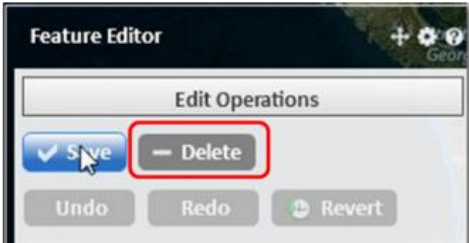
# TRACS Quick Reference Guide

Step	Action
2	<p>Click on the blue project point. Right click over the project name to open a menu of options. Select <b>Delete Feature</b>.</p> 
3	<p>Type <b>delete</b> in the box, click the <b>Delete</b> button.</p> 

# TRACS Quick Reference Guide

DELETE A PROJECT Method 2	
Step	Action
1	<p>Locate the project in the search window, click on <b>Apply Feature Filter</b>.</p> 
2	<p>Click in the project boundary (in blue). Click on the arrow in the upper left of the orange feature frame box to open a drop down menu. Select <b>Delete Project</b>.</p> 
3	<p>Type <i>delete</i> in the box, click the <b>Delete</b> button.</p> 

# TRACS Quick Reference Guide

DELETE A PROJECT Method 3	
Step	Action
1	<p>Locate the project in the search window, click on <b>Edit Project</b>.</p> 
2	<p>Click <b>Edit Project Shape</b>.</p> 
3	<p>Click the <b>Delete</b> button.</p> 
4	<p>Type <b>delete</b> in the box, click the <b>Delete</b> button.</p> 